



Royal College  
of Surgeons  
of England

ADVANCING SURGICAL CARE

**Job Title:** Clinical Skills and Simulation Centre Manager

**Salary:** £36,830 -£42,000, depending on experience

**Band:** 4a

**Contract Type:** Permanent, full-time (35 hours)

**Working weeks:** 52

**Location:** Royal College of Surgeons of England, 38-43 Lincoln's Inn Fields, WC2A 3PE (this role will be based onsite)

### About us

The Royal College of Surgeons of England provides world-class education, assessment, and development to 30,000 surgeons, dental professionals, and members of the wider surgical and dental care teams, at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research, and championing the best outcomes for patients. Our recently redeveloped headquarters in Lincoln's Inn Fields London provides state of the art education facilities, using evidence-based, technology-enhanced learning (TEL) for the entire surgical and dental team. The building also includes world-class examination and event spaces, research facilities and improved member areas – creating a flexible and efficient working environment for the future.

### About the role

We are seeking to appoint an experienced clinical skills and simulation professional to manage our postgraduate education centre. The post holder will be responsible for the provision of high-quality learning for surgical trainees, will contribute to embedding TEL within our existing offer and assist in the development of innovative educational products and services.

### We are looking for a candidate who has:

- Credible experience in the clinical skills and simulation sector at supervisory or management level.
- FDSci/HND/BSc in a relevant subject or significant, relevant experience to demonstrate equivalent skills/knowledge at this level.
- Proven enthusiasm for TEL and evidence of having undertaken professional development in this area. Previous experience in using immersive technologies would be highly advantageous.
- Strong leadership skills, capable of acting as a role model/mentor to less experienced staff, guiding their development as clinical skills and simulation professionals.
- Excellent interpersonal skills, with the ability to forge strong relationships with internal and external stakeholders.
- Ability to work flexibly, including early mornings, evenings, and weekends.
- Comprehensive knowledge of Microsoft Office including Outlook, Word, Excel, Teams, with a willingness to embrace other apps within the Office 365 environment (eg Sway, Power Automate, Bookings, Shifts etc).

### What we can offer you:

- Opportunity to work with outstanding senior clinicians from a variety of surgical and medical specialties.
- 27 days paid holiday + bank holidays and up to 4 college closure days over the Christmas period.
- Enhanced contributory pension scheme & other leave entitlements.

- Variety of learning and development opportunities.
- Wellbeing programme & Employee Assistance Scheme.
- Season ticket loans (after successful completion of probation).

**Interested Candidates:**

Please click [here](#) to find out more about the role, our education centre team and our facilities. If you have any questions please get in touch with Michèle Pool, Learning Operations Manager on [mpool@rcseng.ac.uk](mailto:mpool@rcseng.ac.uk).

**If you wish to apply please email your CV and cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk)

**Closing Date: Monday 18<sup>th</sup> December 2023**

Please note that this is a rolling recruitment, and we will shortlist every week.

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent, and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created, and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.